



Information Memorandum

Oregon Department of Human Services

Originating Cluster:

Seniors and People with Disabilities

Authorized by: Catherine A. Cooper, Deputy
Assistant Director
Signature

IM Number: SPD-IM-04-010

Date: January 29, 2004

Subject: W2s & 1099s for SPD Providers

Applies to (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County DD Program Managers |
| <input checked="" type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Children Adults and Families | <input type="checkbox"/> Health Services |
| <input checked="" type="checkbox"/> Community Human Services | <input checked="" type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> Other (please specify): _____ | |

Message: The Client Employed Provider (CEP) W2s were mailed on Thursday, January 22nd. We will not be printing replacement W2s until Friday, January 30th. If the CEP has not received their W2 by then, they can call (800) 241-3013 for a replacement. Please make sure their address is updated on the PRV1 screen.

1099s for the Community Based Care (CBC) providers that provide services outside their own home will be mailed by Friday, January 30th. 1099s for providers who provide services in their own homes are not mailed out to the providers unless they are requested. If you have a provider requesting a 1099, they can call (800) 241-3013 after Monday, February 9th.

If you have any questions about this information, contact:

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